

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Big Arm Fire Station No. 2

October 9, 2019

6:05 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, Dick Wunderlich, John Doty, Ron Roberts.

Board trustee absent: R. Jack Clapp, excused.

Staff: Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

Guests/Visitors: Jane Clapp, Matt Dougherty, Lee Manicke.

Minutes taken by Jane Clapp noting bypass agenda items minutes, claims, treasurer's report. Bonnie Manicke is in transit. The extended power outage caused the delay.

Call to Order – Chair Nelson called the meeting to order at 6:05 p.m. The Pledge of Allegiance was recited.

Minutes September 11, 2019 {02:10} – The minutes were not available due to an extended electrical blackout. The minutes will be available at the November 13, 2019 meeting.

Communications – None

CHIEF'S REPORT -

Response:

1). Fire alarm 40491 Melita Island Road; 2). Vehicle rollover Tower Road and Highway 93; 3). Lift assist 32380 Bisson Lane; 4). Vehicle rollover 39882 Buffalo Bridge Road; 5). Smell of propane Highway 93 Axmen Propane; 6). Vehicle vs deer MM 71 Highway 93; 7). Grass fire Stonehorse Drive; 8). Fire alarm 36094 Memory Lane; 9). Motor vehicle accident 40961 Highway 93; 10). Fire alarm 37181 Turtle Lake Road; 11). Smoke report Lake County transfer station.

Administration:

Send incident information to insurance claims for combine fire
Attend Lake County Fire Association Meeting

Repair & Maintenance:

Wt-310 continue up fit work for placing unit in service
Wt-308 replace intake NOx sensor, replace coolant temperature Sensor
U-300 test and replace power steering pump, replace air cleaner
WT-326 test battery conditioner has bad pump panel display
E-314 winterize unit
E-316 move unit to 198 Claffey Drive for temporary unit storage
Trustee Wunderlich reminder to display Wt-310 at Lutheran Church October 24 during the Harvest Dinner. Matt Dougherty is assigned.

Axmen smell propane delivery truck dropping off propane. The slide shut off doesn't seal and driver indicated it was seeping propane. Chief witnessed driver hitting with hammer Thankful it didn't cause an explosion. Chief advised supervisor to get it fixed.

MEMBERSHIP REPORT – Jane Clapp, secretary/treasurer presented the report. Family Dinner Night at the Big Arm Historical School sponsored by the Big Arm Community was held October 8. The dinner was catered by Cherries Barbecue Grill and the Big Arm Community provided a lovely selection of desserts. Cash donations by residents in the area provided for the dinner along with all the paper supplies. The Awards Banquet is scheduled Saturday, November 2nd 6 p.m. at the Big Arm Grill. The Grill will be closed to the public. Fire Chiefs from neighboring departments, Chief Cliff, Polson City, Finley Point, and Ronan along with the Lake County Commissioners will be invited along with the Rural Board members, and Bonnie and Lee Manicke. Chair Nelson thanked Jane for the report and assisting with the scheduled festivities.

Claims {02:37} – Trustee Wunderlich commented the monthly expenditures increased. Chief Gieser reported upgrade components to Wt-310, repairs to unit #308 and unit #300. The fuel increase includes the trip to Sioux Falls, SD to transport Wt-310 to Polson. Wildland fuel expense will be reimbursed for contracted services. Chair Nelson noted the PayneWest Insurance claim for accident and liability insurance \$2,746. Chief Gieser commented the membership contributed \$1,100 for Wt-310 light bar and lower zone light packets budgeted at \$1,600 and purchased at \$1,100. The Wt-310 components are installed in house. **Trustee Wunderlich motion to pay claims. Trustee Doty second.** Public comment: none. **Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING SEPTEMBER 30, 2019 {04:46} –
Lake County Treasurer reports balanced and updated following meeting. Sept. revenue posted.

FUND # 7245 Operating Fund	\$ 59,290.25
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 55,867.37
FUND # 7246 Capital Improvement Fund	\$ 78,178.07
FUND # 7243 Voted Levy Operating Fund (transition fund to close).	\$.14

9/11/19 Check numbers 7255 - 7275, both inclusive \$ 9,948.44

Represents September, 2019 claims

Approved October 9, 2019

Public Safety:

Fire Chief payroll September 13 & 27 2019 (gross) \$ 3,384.62

Employer expense match SS & Medicare \$ 263.98

Quick books processing fee \$ 3.50

Total September, 2019 payroll \$ 3,648.60

Receipt: Fund #7245 Operating

9/13/19 A101 113398 Jon & Karen Whitehair for Knox Box \$363.00

Trustee Roberts motion to approve September 30, 2019 treasury report. Trustee Wunderlich second. Public comment: none. **Motion passed unanimously by voice vote.**

Chair Nelson thanked Bonnie for the report.

Old Business:

DISCUSS CONSTRUCTION PROGRESS ON STATION NO. 4

LOCATION 36300 CAFFREY ROAD {08:59} – Chair

Nelson commented on the letter sent to Mr. Cole Blackwell, Blackwell Enterprises, Inc. Cole apologized for the delay. The project will move forward as soon as possible. Cole referenced the phone conversation with Chief Gieser confirming the building package will be delivered October 11. The construction crew will be on site October 10. Additionally a rental house is available in Polson to eliminate travel time and expedite the project. Cole apologizes for not getting back to the board sooner. Cole is working through the issues that are beyond his control and will try to make up for lost time. Please feel free to contact me. Gordon received an email with an invoice attached for the erect/construct labor and equipment \$24,872.00. The invoice is due when the building begins erection. The invoice is submitted for consideration at the October 9 board meeting. Chair Nelson and Chief Gieser will verify the construction package and initial construction. **Trustee Roberts motion to issue the check and hold until the steel framing begins. Trustee Doty second.** Public comment: none. **Motion passed unanimously by voice vote.**

UPDATE CAPITAL PROJECT WT-310 {13:52} – The monitor will be installed. The pack rack which carries hand tools, SCBA, etc. is delaying the project completion.

New Business:

ANNOUNCEMENTS {15:27} -

- A). Membership hosting an Awards Banquet Saturday, November 2, 6 p.m. at the Big Arm Grill. Chair Nelson encouraged the trustees and spouses, and Bonnie to attend and support the volunteers. The event is to honor the volunteers for their years of service.
- B). Executive session – Chief Gieser's performance review November 13, 5:00 p.m.
- C). City Fire Chief Cottle advised Chief Gieser the SCBA grant application submitted by GrantMasters was not successful. GrantMasters provides a re-application process for \$700.00 which is a 50-50 split between city and rural. This is the third application, therefore if the grant is not funded the district needs to move forward to establish a plan to purchase new SCBA units.
- D). If the district opts for wildland fire assignments out of state, a volunteer seasonal payroll will be necessary,,

OVERVIEW TRUSTEES CONFERENCE {16:05} – Chair Nelson reported on the Montana Fire Trustees Association Conference Fairmont Hot Springs October 4 - 6. Fred attended previous sessions and noted the attendance has increased. Briefly the conference is geared to right and wrong issue and solutions. He analyzed the current rural board and previous boards are accomplishing the correct avenue. Boards are faced with embezzlement issues, schedule meetings once or twice a year, fire chiefs are responsible for paying bills with no additional review, policy manuals are not in place. Policy manuals need to be updated; along with a policy for a whistle blower. The county commissioners cannot reduce the mill levy voted on by the taxpayers. Polson should do a better job of background checks. VFIS background checks provide a national check. Chair Nelson suggested the district contact VFIS for future background checks. Chief Gieser commented the new applications will be processed with VFIS. An attorney advised the fire personnel referencing the fire

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department should not take photos at an accident scene while on call. Chief Gieser advised the district has a social media policy. Trustee Wunderlich suggested the district move forward with whistle blower policy. An alcohol and weapons policy should be developed. Chair Nelson encouraged trustees to attend the conference held annually the first weekend of October. Conference attendance included 70-75 members. Reference material is also available.

Public comment: {31:36} – None

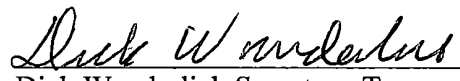
ADJOURN: {31:40} – **Trustee Roberts motion to adjourn. Trustee Wunderlich second. Motion passed unanimously by voice vote.**

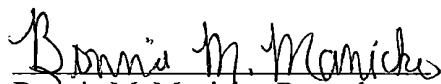
Chair Nelson thanked everyone for attending.

Next regular scheduled meeting November 13, 2019 6:00 p.m. Fairgrounds Station No. 1

ADJOURN: 6:32 p.m.


Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

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AGENDA

Polson Rural Fire District Trustees Monthly Meeting

WEDNESDAY OCTOBER 9, 2019 6:00 p.m.

Station No. 2 Big Arm Station

28565 7th Street

Big Arm, MT 59910

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Station 1 Phone 406 883 4244

* TRUSTEES MEETING INCLUDES: COMMENT BY RAISING YOUR HAND

REVIEW MINUTES SEPTEMBER 14, 2019

BONNIE

COMMUNICATIONS

BONNIE

REVIEW & APPROVE CLAIMS

CHIEF GIESER & BONNIE

TREASURER'S REPORT

BONNIE

CHIEF'S REPORT

CHIEF GIESER

MEMBERSHIP REPORT

CHAIR JEFF VEACH

• OLD BUSINESS

COMMENT BY RAISING YOUR HAND

DISCUSS PROGRESS ON STATION NO. 4 36300 CAFFREY ROAD

CHAIR NELSON

UPDATE CAPITAL PROJECT WT-310

CHIEF GIESER

IN-HOUSE UPGRADE COMPONENTS

• NEW BUSINESS

COMMENT BY RAISING YOUR HAND

ANNOUNCEMENTS -

FAMILY DINNER NIGHT TUESDAY OCTOBER 8TH, 6 P.M. AT STATION NO. 2

BIG ARM FIREFIGHTER SUPPORTERS REPRESENTATIVE, ALISON MESLIN

MEMBERSHIP HOSTING AN AWARDS BANQUET SATURDAY, NOVEMBER 2,

6 P.M. AT BIG ARM GRILL JANE CLAPP, MEMBERSHIP SEC/TREAS.

CHIEF GIESER'S PERFORMANCE REVIEW.

NOVEMBER 13 MEETING - EXECUTIVE SESSION

• PUBLIC INPUT ON NON AGENDA ITEMS

ADJOURN

ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO
ATTEND AND PROVIDE HELPFUL COMMENTS.

ALL ITEMS TO BE ON THE AGENDA MUST BE SUBMITTED 10 DAYS IN ADVANCE.

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POLSON RURAL FIRE BOARD FUND #7245
September, 2019 claims Approved 10/9/19 RFB

Num	Description	Memo	Category	Amount
7255	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone {Landline} - Fairgrounds Stn.	-64.37
7256	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout	316 Water Fill Spout - Fairgrounds Stn.	-80.94
7257	S Davis & Brown CPAs PC	Inv#4837 9/14/19 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-14.70
		Inv#4837 9/25/19 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-24.15
		Inv#4837 9/26/19 Electronic payroll tax dep	345 Payroll Accounting Fire Chief Salary	-6.30
7258	Dive Rescue International, Inc.	1-Ice Rescue Student Kit+ shipping	332 Training	-256.95
7259	S First Bank Card	8/26/19 A&R Truck Equipment SealcoValve	211 Vehicle Repair & Maint Supplies	-55.55
		8/28/19 Transport Truck & Equip Dock fee	211 Vehicle Repair & Maint Supplies	-30.00
		8/29/19 Istate Truck Center Labor PTO Wt-#310	211 Vehicle Repair & Maint Supplies	-154.14
		9/12/19 Waytex Components Wt-310	211 Vehicle Repair & Maint Supplies	-594.42
		8/29/19 Istate Truck Center Labor PTO Wt-#310	211 Vehicle Repair & Maint Supplies	-166.65
		9/19/19 Istate Truck Center Trk#308	211 Vehicle Repair & Maint Supplies	-484.88
		9/24/19Dakota Supply Group NIP HEX Wt-310	211 Vehicle Repair & Maint Supplies	-21.90
7260	Gordon R Gieser	Reimburse tubing, hook, bushings	211 Vehicle Repair & Maint Supplies	-18.18
7261	S Heiman Fire Equipment	Inv#0883122 water slinger + pstg	211 Vehicle Repair & Maint Supplies	-21.26
		Inv#0882952 2-titan pro gloves + pstg	204 Turnouts Structure & Wildland	-191.73
		Inv#8833282-walkaway brkts	211 Vehicle Repair & Maint Supplies	-121.85
7262	Just Bea's Floral & Gifts, Inc	Sympathy Bouquet Shirley Boucher {Kelly Gieser's mother}	201 Operating Supplies	-50.00
7263	S Kend D. Bruce Co. LLC	Inv#5509 brkt, equip, IPC,3MS, SP + pstg	208 Safety Equipment	-38.88
		Inv#5468 3-amber linear lt amber	208 Safety Equipment	-243.00
		Inv#5468 10-red linear	208 Safety Equipment	-810.00
		Inv#5468 13-mount	208 Safety Equipment	-118.30
		Inv#5468 pstg	208 Safety Equipment	-15.85
		Inv#5423 1-speaker black plastic	208 Safety Equipment	-169.00
		Pstg	208 Safety Equipment	-18.50
7264	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-79.03
		Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-13.07
		Location #2400744000	315 Electricity - Fairgrounds Station	-164.09
7265	S Mission Valley Security, Inc.	Invoice #19136 3 times @ \$17.50	305 Security - Big Arm Station	-52.50
		Invoice #19136 3 times @ \$17.50	318 Security - Fairgrounds Station	-52.50
		Invoice #19136 Cellular Communication Fee 3 mo.	305 Security - Big Arm Station	-32.85

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Num	Description	Memo	Category	Amount
7266	S Montana Ace Polson	Inv#225297868 fasteners Wt-310	211 Vehicle Repair & Maint Supplies	-5.76
		Inv#225297875 fasteners	211 Vehicle Repair & Maint Supplies	-5.04
7267	Montana Electronics Co., Inc.	Inv 2144 2-PMMN4040spkr	206 Radios & Pagers, Repair	-156.00
7268	PayneWest Insurance	Acct#POLSRUR-01 Pol#VFP42273010E4 9/11/19 Renewal	507 Accident & Liability Insurance	-2746.00
7269	S Platt	9/9/19 Components Wt-310	211 Vehicle Repair & Maint Supplies	-122.67
		9/10/19 Components Wt-310	211 Vehicle Repair & Maint Supplies	-31.62
7270	S Polson Auto Parts, Inc.	Inv#554568 12-connectors Wt-310	211 Vehicle Repair & Maint Supplies	-1.92
		Inv#554589 1-qt 80-90 oil Wt-310	211 Vehicle Repair & Maint Supplies	-23.49
		Inv#554767 shop	211 Vehicle Repair & Maint Supplies	-4.00
		Inv#555351 switch oil pressure Wt-310	211 Vehicle Repair & Maint Supplies	-16.38
		Inv#553879 cir brkr Wt-310	211 Vehicle Repair & Maint Supplies	-39.96
		Inv#555617 spade&ring term, battery cable lug Wt-310	211 Vehicle Repair & Maint Supplies	-37.80
		Inv#556171 1-power steering pump trk#300	211 Vehicle Repair & Maint Supplies	-118.79
		Inv#556274 6-loom-split poly U-300	211 Vehicle Repair & Maint Supplies	-2.10
		Inv#556274 mercon v atf U-300	211 Vehicle Repair & Maint Supplies	-11.98
7271	Republic Services	Acct #3-0889-0014329 Inv#0889-002456397	319 Disposal Service - Fairgrounds Stn.	-63.13
7272	S Stine Electronics, LLC	Inv#23995 clone cable with manual shipping	206 Radios & Pagers, Repair 206 Radios & Pagers, Repair	-75.00 -6.00
7273	Sole Stone	Inv#10820 Microflex gloves + shipping	201 Operating Supplies	-93.10
7274	U.S.Postal Service	1-roll postage stamps	220 Office Supplies	-50.00
7275	S WEX Bank	Truck #301	210 Gas, Diesel, Oil	-110.36
		Truck #301 Transport WT-310 from SD to Polson	210 Gas, Diesel, Oil	-1190.59
		Truck #314	210 Gas, Diesel, Oil	-29.09
		Truck #318	210 Gas, Diesel, Oil	-28.56
		Truck #326	210 Gas, Diesel, Oil	-79.96
		Truck #323	210 Gas, Diesel, Oil	-39.38
		Truck #300	210 Gas, Diesel, Oil	-213.75
		Truck #310	210 Gas, Diesel, Oil	-104.27
		Truck #316	210 Gas, Diesel, Oil	-202.21
		Truck #333	210 Gas, Diesel, Oil	-77.38
		Truck #308	210 Gas, Diesel, Oil	-24.00
		Truck #313	210 Gas, Diesel, Oil	-72.61
Total claims				-9948.44